



UNITED STATES DEPARTMENT OF STATE  
**APPLICATION FOR PASSPORT BY MAIL**

TYPE OR PRINT IN INK IN WHITE AREAS ONLY

USE BLOCK LETTERS/NUMBERS

NAME	FIRST	MIDDLE
	LAST	
MAIL PASSPORT TO		
STREET/RFD # OR P.O. BOX		APT. #
CITY	STATE	ZIP CODE
IN CARE OF (IF APPLICABLE)		

R D O DP Issue Date \_\_\_\_\_

End.# \_\_\_\_\_ Exp. \_\_\_\_\_

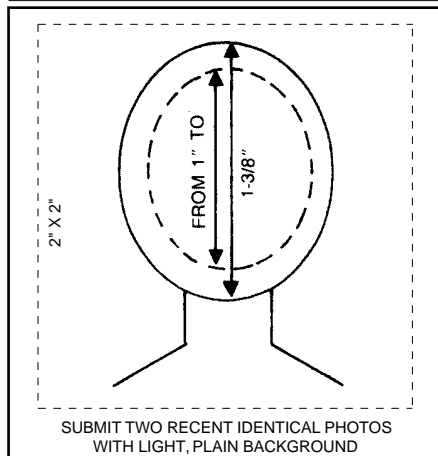
FOLD

SEX Male Female	PLACE OF BIRTH City & State or City & Country	Month Day Year DATE OF BIRTH	SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)	
HEIGHT Feet Inches	HAIR COLOR	EYE COLOR	HOME TELEPHONE	BUSINESS TELEPHONE

**NOTE: Most recent passport Must be enclosed!**

PASSPORT NUMBER	Month Day Year ISSUE DATE	PLACE OF ISSUANCE	OCCUPATION (Not Mandatory)
DEPARTURE DATE	TRAVEL PLANS (Not Mandatory) COUNTRIES TO BE VISITED		LENGTH OF STAY (Not Mandatory)

PERMANENT ADDRESS (Do not list P.O. Box) STREET/R.F.D.#			CITY	STATE	ZIP CODE
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NOT MANDATORY	
IN CASE OF EMERGENCY WHEN TRAVELING ABROAD, NOTIFY (Person in U.S. Not Traveling With You)	
NAME	
STREET	
CITY	STATE ZIP CODE
TELEPHONE	RELATIONSHIP

**OATH AND SIGNATURE** (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in

- the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

**WARNING:** False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

**DECLARATION:** I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

**NOTE: APPLICANT MUST SIGN & DATE**

SIGNATURE	DATE
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DO NOT WRITE BELOW THIS SPACE -- FOR PASSPORT SERVICES USE ONLY-- DO NOT WRITE BELOW THIS SPACE

Application Approval	Evidence of Name Change Marriage Cert. Court Order Date _____ Place _____ From _____ To _____	Fees
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# WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. **Your most recent passport.**
2. **A marriage certificate or court order if your name has changed.**
3. **Passport fee of \$55.**
4. **Two recent (taken within the last 6 months) identical photographs with a light, plain background.**

**For detailed information on the items to be included, see below.**

1. **YOUR MOST RECENT PASSPORT.** Issued at age 18 or older in your current name (or see item #2 below) and issued within the within the past 12 years. If your passport is mutilated or damaged, you must apply on the DSP-11 Application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents can not be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DSP-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
3. **THE PASSPORT FEE OF \$55.** Enclose the \$55 passport fee in the form of a personal check or money order. **DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. If you desire special postage other than first class (registered, special delivery, etc.) include the appropriate fee on the check. **THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. MAKE CHECKS PAYABLE TO PASSPORT SERVICES.**
4. **TWO RECENT IDENTICAL PHOTOGRAPHS.** The photographs must have been taken within the past six months and be a good likeness of you. The photographs must be clear with a full front view of your face and taken on a light (white or off-white) background. Photographs may be in color or black and white and the image size must correspond to the dimensions on the diagram on the front of this form. Photographs must be in normal street attire, showing you without headcovering unless a signed statement is submitted indicating that the headcovering is worn daily for religious or medical reasons. Dark glasses may not be worn in passport photographs unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

## **MAIL THIS FORM TO:**

**National Passport Center  
P.O. Box 371971  
Pittsburgh, Pa. 15250-7971**

## **DELIVERY - Other Than U.S. Postal Service**

**Mellon Bank  
Attn: Passport Supervisor, 371971  
3 Mellon Bank Center, Rm. 153-2723  
Pittsburgh, Pa. 15259-0001**

## **FOR INQUIRIES CONTACT:**

**National Passport Center  
31 Rochester Avenue  
Portsmouth, NH. 03801-2900  
Telephone: (603) 334-0500**

## **NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

## **NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS**

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. **CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION.** Your completed passport will be released to your sponsoring agency for forwarding to you.

## **FEDERAL TAX LAW**

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name, mailing address, date of birth and social security number. If you have not been issued a social security number, enter zeros in box. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

## **PRIVACY ACT STATEMENT**

The information solicited on this form is authorized by, but not limited to, those statutes codified in Title 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and of their official duties; pursuant to a court order; and, as set other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (*see Federal Register, Volume 42, pages 49791 through 49795*).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.